

**WORKTIME®**

[www.worktime.com](http://www.worktime.com)

[info@worktime.com](mailto:info@worktime.com)

1-877-717-8463

# WORKTIME - MAIN FEATURES

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## WorkTime - non-invasive employee monitoring software

[WorkTime is non-invasive](#) by design. WorkTime does NOT capture content, keystrokes, screenshots, or webcam/microphone content. WorkTime measures employee attendance, productivity, active time, progress - not personal data. WorkTime helps improve productivity without spying by focusing on essential KPIs and promoting transparency. Non-invasiveness leads to transparency, and transparency fuels productivity.

### We do not record content

Because it is an invasive privacy breaker and not only

- ⚠ We do not capture screenshots
- ⚠ We do not record keystrokes
- ⚠ We do not monitor social media and chats content
- ⚠ We do not monitor documents and emails content
- ⚠ What is NOT recorded

### We provide numbers

Effective & safe employee productivity monitoring

- ✓ We offer non-invasive screen analysis
- ✓ We count keystroke speed
- ✓ We monitor time in social media and in chats
- ✓ We monitor apps and websites usage
- ✓ What is recorded

## WorkTime is compliance-safe: HIPAA, GDPR

WorkTime supports HIPAA, GDPR, PIPEDA, POPIA with built-in PHI-safe and GDPR-safe modes.

### HIPAA

WorkTime is **HIPAA-exempt** because it does **not process, store, or transmit any Protected Health Information (PHI)**. It is designed for productivity monitoring only — not for handling patient data or accessing Electronic Health Records (EHR). **PHI-safe mode:** WorkTime offers a PHI-safe mode for extra protection to avoid any potential indirect PHI collection.



### GDPR, POPIA, PIPEDA

WorkTime offers a **GDPR-safe mode** to support compliance with **GDPR (EU & UK), PIPEDA, and POPIA**.



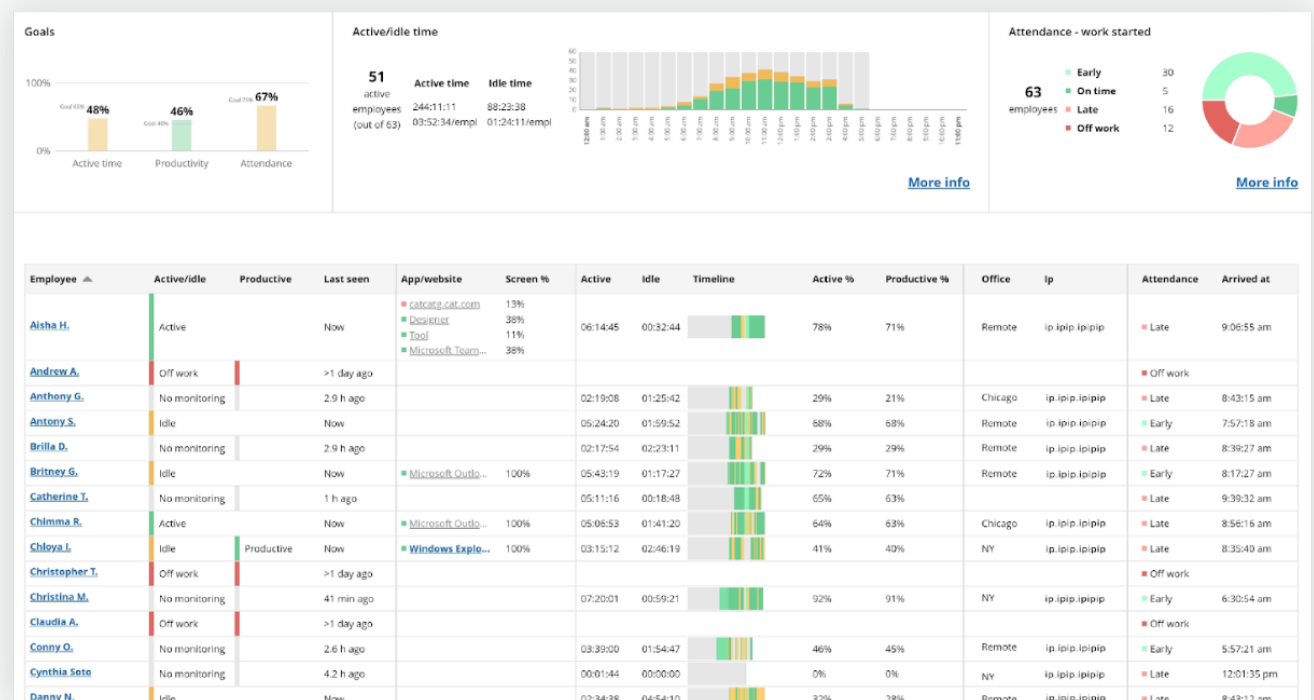
# WorkTime monitoring is transparent

WorkTime supports full transparency: **data employees can understand and managers can share**, monitoring notices, employee handbooks.

## Reports

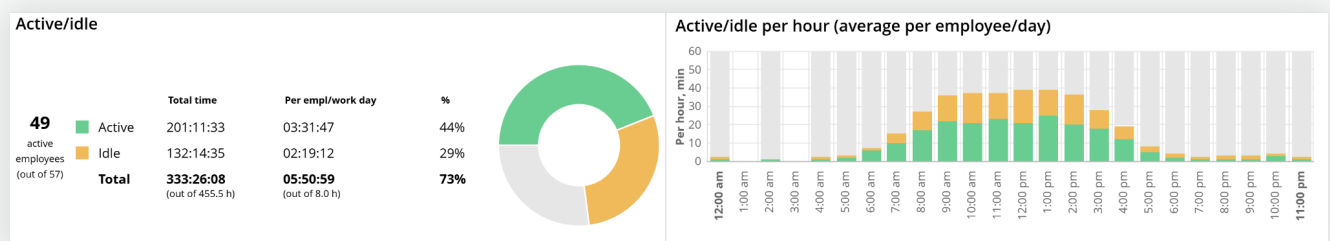
### What are employees doing now?

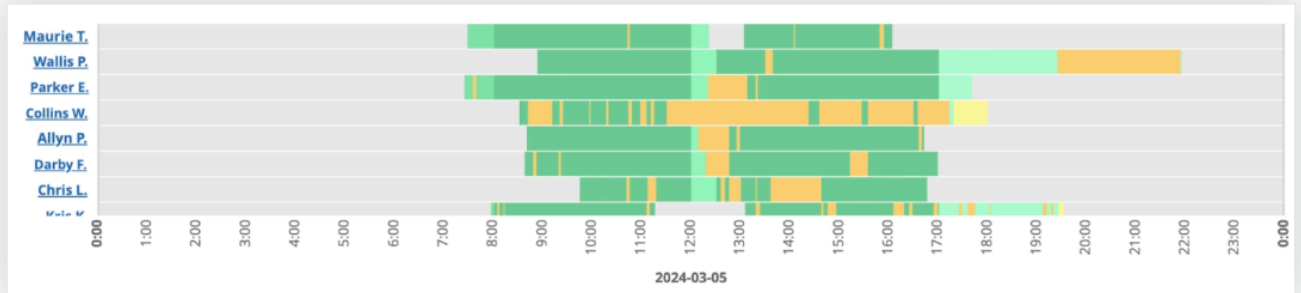
WorkTime monitors who's active, who's not, what apps and websites are currently on the screens.



### Active/idle times

WorkTime monitors employee attendance, including login/logout times and overtime.

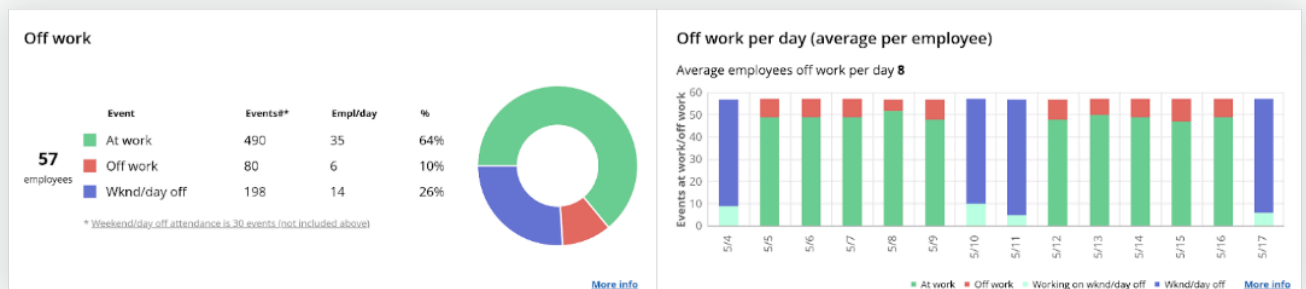
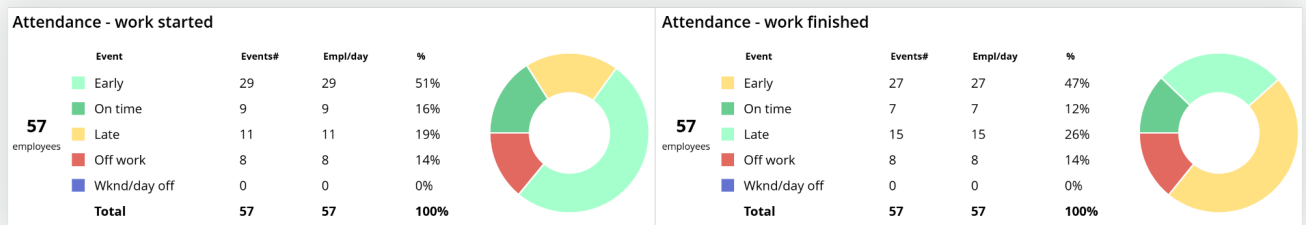








Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week
18.02.2024	19.02.2024	20.02.2024	21.02.2024	22.02.2024	23.02.2024	24.02.2024	
00:04:41 00:00:47 avg/empl	19:02:11 03:10:22 avg/empl	24:03:49 04:00:38 avg/empl	21:21:47 03:33:38 avg/empl	26:50:01 04:28:20 avg/empl	24:13:38 04:02:16 avg/empl	00:17:01 00:02:50 avg/empl	115:53:08 19:18:51 avg/empl
25.02.2024	26.02.2024	27.02.2024	28.02.2024	29.02.2024			
03:16:31 00:32:45 avg/empl	33:29:04 05:34:51 avg/empl	27:48:48 04:38:08 avg/empl	38:26:11 06:24:22 avg/empl	42:12:58 07:02:10 avg/empl			145:13:32 24:12:16 avg/empl

## ✓ Attendance

WorkTime monitors employee attendance, including login/logout times and overtime.

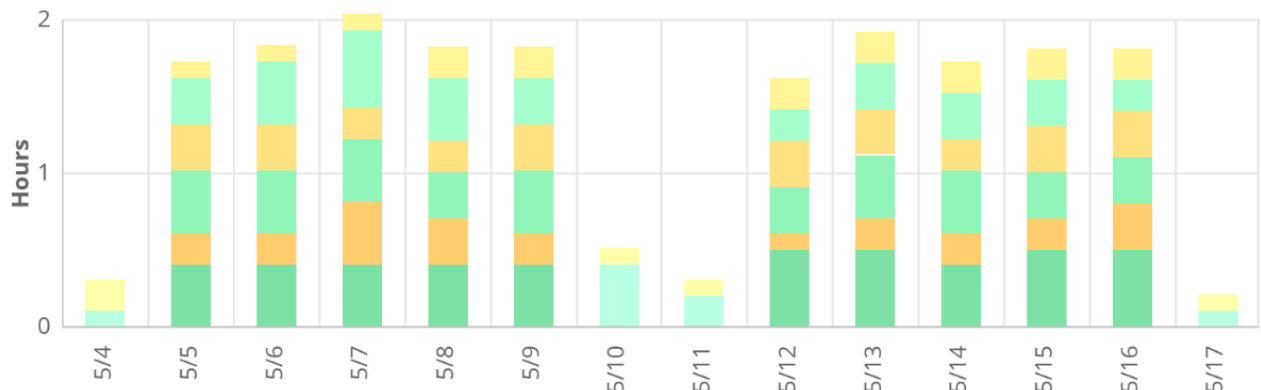


## Before/after hours/weekend - total

<b>53</b> active employees (out of 57)		Total time	Per empl/work day
	 Before hours	378:38:22	00:39:51
	 Lunch hours	350:40:39	00:36:55
	 After hours	270:30:27	00:28:28
	 Weekend	68:39:30	00:07:14
	<b>Total</b>	<b>1 068:28:58</b>	<b>01:52:28</b>







## Active time off working hours (average per employee)



## ✓ Productivity

Applications and websites aren't always work-related. WorkTime knows if your employees are productive.

## Productivity

<b>53</b> active employees (out of 57)		Total time*	Per empl/work day	%
	 Productive	2 110:11:42	03:42:08	46%
	 Unproductive	49:16:42	00:05:11	1%
	 <u>Undefined</u>	90:06:04	00:09:29	2%
	 Idle	1 218:07:57	02:08:13	27%
	<b>Total</b>	<b>3 467:42:25</b> (out of 4 555.0 h)	<b>06:05:01</b> (out of 8.0 h)	<b>76%</b>



\* Weekend/day off productive time is 35:57:31

Total productive time is 2 146:09:13

## On the screen (average)

<b>49</b> active employees (out of 57)	<span style="color: green;">■</span> Productive screen area	87%
	<span style="color: red;">■</span> Unproductive screen area	1%
	<span style="color: orange;">■</span> <u>Undefined screen area</u>	4%
	<span style="color: gray;">■</span> Unused screen area	8%



## ✓ Internet usage

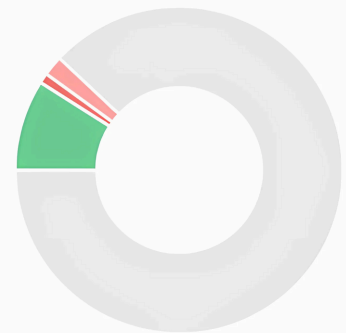
WorkTime monitors visited websites/URLs and estimates their productivity.

### Internet use - productivity

		Total time*	Per empl/work day	%
<b>53</b> active employees (out of 57)	<span style="color: green;">■</span> Productive	401:00:16	00:42:13	9%
	<span style="color: red;">■</span> Unproductive	49:13:27	00:05:11	1%
	<span style="color: orange;">■</span> <u>Undefined</u>	88:09:45	00:09:17	2%
	<b>Total</b>	<b>538:23:28</b> (out of 4 555.0 h)	<b>00:56:41</b> (out of 8.0 h)	<b>12%</b>

\* Weekend/day off productive time is 06:50:50

Total productive time is 407:51:06



### Online meetings

# 18 h 48 min



### Top online meeting apps

<span style="color: teal;">■</span> <u>Microsoft Teams</u>
<span style="color: blue;">■</span> <u>Zoom Meetings</u>
<span style="color: yellow;">■</span> <u>WhatsApp</u>

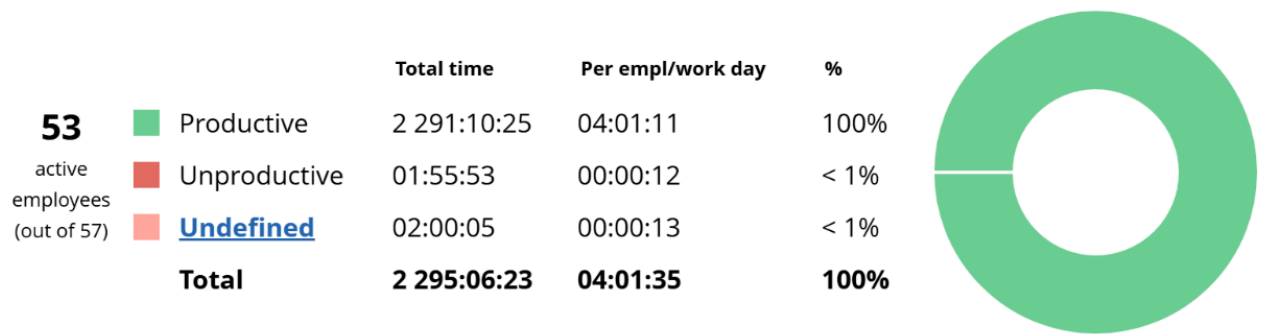
Total time	Top employee
18:10:46	Jennifer T.
00:37:19	Susan G.
00:00:05	Eric A.















## ✓ App/doc usage

WorkTime monitors the use of applications/documents and estimates their productivity.

### App productivity

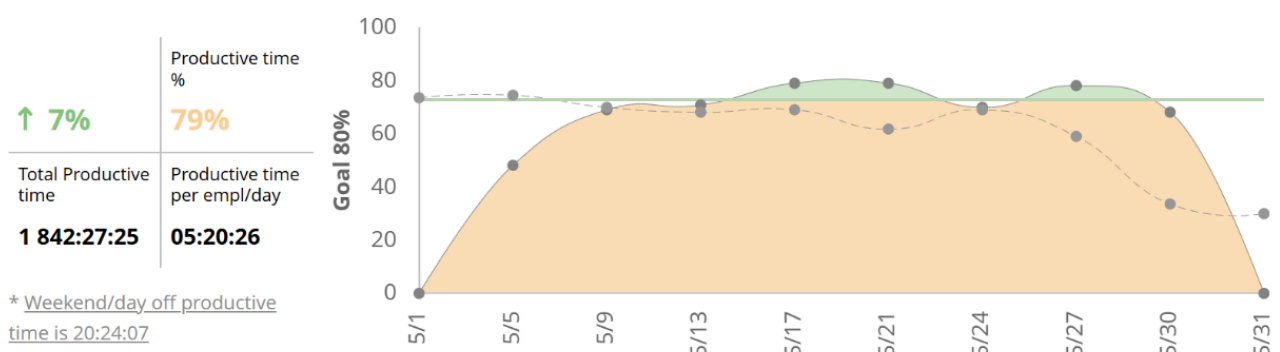


Notepad	  
Adobe InDesign 2024	   Adobe X
PowerDesk Pro	  
Spotify	   Internet X Online chat X Music X

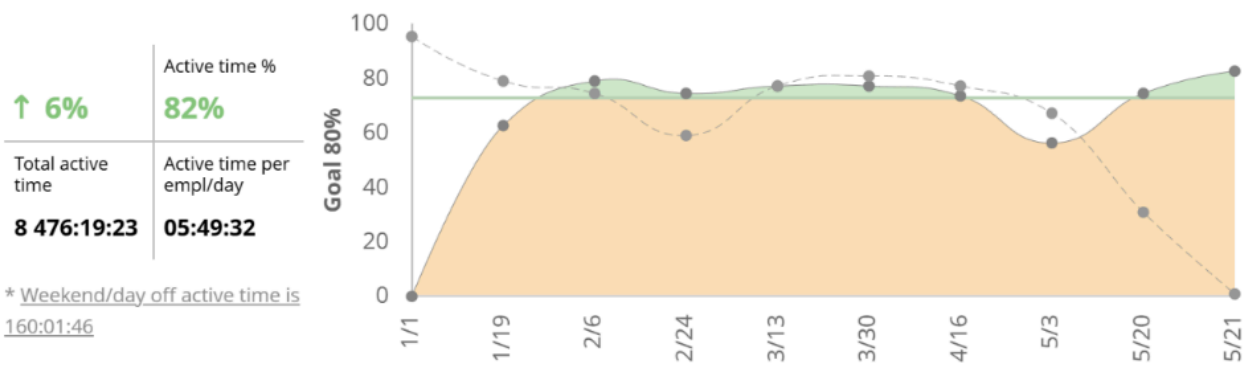
## ✓ Goals and progress

Define goals for active time/productivity/attendance and observe whether your employees achieve them.

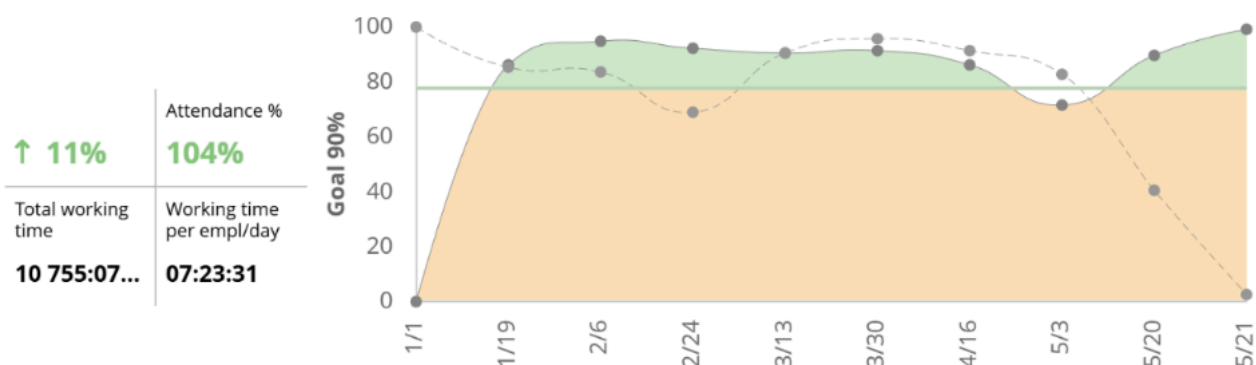
### Productivity progress



## Active time progress



## Attendance progress



## ✓ Remote vs. in-office

WorkTime detects employee location based on IP address and compares productivity across all locations.

### In-office/remote

67 employees

Event	Events#	Employees#	Active	Idle	Productivity	Attendance
In-office	16	16	19%	5%	18%	20%
Remote	29	29	21%	3%	21%	22%
Off work	23	23	0%	0%	0%	0%





## Try WorkTime!

WorkTime offers a **14-day free trial of its top-tier Enterprise** plan with unlimited employees. The trial includes access to **70+ reports** - such as attendance, active time, productivity, progress, alerts - as well as **HIPAA- and GDPR-safe modes**, and more. WorkTime supports monitoring across **remote, hybrid, and office** environments!

### WorkTime: Privacy-first monitoring

Experience privacy-first, performance-focused monitoring



Questions? We're here to help!  
[info@worktime.com](mailto:info@worktime.com) 1-877-717-8463

**Try WorkTime now**